University and Chancellor's Medals - HE Student Award Procedure

Section 1 - Preamble

(1) Charles Darwin University (‘the University’, ‘CDU’) takes pride in the achievement of students and is committed to providing high quality educational experiences and graduate outcomes. Each year the University celebrates the success of students at graduation and formally recognises the most meritorious students from Higher Education (HE) by awarding University and Chancellor’s Medals.

Section 2 - Purpose

(2) This procedure outlines the process for selecting and awarding the University and Chancellor’s Medals to Higher Education students.

Section 3 - Scope

(3) This procedure applies to Higher Education students at the University who are eligible to graduate at the first graduation ceremony scheduled in the academic year, or have graduated at the last graduation ceremony of the previous academic year.

(4) Vocational Education and Training students will have University and Chancellor’s Medals awarded in accordance with the University and Chancellor's Medals - VET Student Award Procedure.

Section 4 - Procedures

University Medal

(5) The University Medal is to be awarded to undergraduate Higher Education (HE) student(s) with the highest overall Grade Point Average (GPA) over 6.5, subject to eligibility criteria.

Eligibility criteria

(6) To be eligible for consideration of the University Medal, Higher Education students must meet the following criteria:

a. be a meritorious candidate for the award with no formal pending or determined misconduct;
b. be eligible to graduate from an HE Bachelor degree program requiring a minimum of 240 credit points;
c. have completed a minimum of two thirds (2/3) of the requirements detailed in the program of learning structure from Higher Education units at the University; and
d. have completed a minimum of 120 credit points from graded, Higher Education units.

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Chancellor's Medal

(7) The Chancellor's medal is awarded to HE students with the highest overall Grade Point Average over 6.5 in each Faculty, subject to eligibility criteria.

Eligibility criteria

(8) To be eligible for consideration of the Chancellor's Medal, Higher Education students must meet the following criteria:

a. be a meritorious candidate for the award with no formal pending or determined misconduct;
b. have completed at least 80 credit points from a Higher Education program of learning and be eligible to graduate;
c. have at least 50% of graded units constituting the student's program of learning; and
d. not be the recipient of the University Medal for the same program of learning.

(9) A student who has previously been awarded a Chancellor's Medal for the nested program of learning, will not be eligible to receive the Chancellor's Medal.

Selection process

(10) Following the grade release date, the University will identify and rank potential award recipients with a GPA of 6.5 or higher for consideration of University and Chancellor's Medals.

(11) A Selection Panel will review the list of potential award recipients and assess their eligibility against the criteria for the respective medal and ensure that the GPA has been calculated correctly.

a. Where a student has received credit transfer from a program of learning with a partner organisation that is a Table 'A' provider in accordance with the Higher Education Support Act 2003, and the credit is comprised of accredited core units or specialist electives, the grade from the awarding partner organisation will be reviewed, to ensure it has been correctly calculated and counted towards the GPA.
b. Where a student's academic record incorporates a nested program of learning that has been completed at the University, the total academic record making up the program of learning will be used to calculate the GPA.

Calculation of Grade Point Average

(12) The GPA will be calculated in accordance with the Grading Policy as follows:

Grade point average = Sum Unit contribution to GPA x unit credit points) ÷ total credit points

a. A unit that has no grade awarded (e.g. pass/fail) or has a GPA value of NA (as listed under the Grading Policy) will not count towards the GPA calculation. All units attempted (except those with no grade or value of NA) will be included in the calculation.

Confirmation of award recipients

(13) The Chair of the Selection Panel will review the confirmed list of potential award recipients and award each Medal to the student with the highest ranked GPA.

a. Two or more Medals may be awarded where it is not possible to distinguish between two or more students' GPAs.

Awarding of medals

(14) The successful recipients of the University Medal or Chancellor's Medal will be advised in writing and invited to attend the University graduation ceremony to be presented with a medal.

a. University and Chancellor's Medals will generally be presented at the first graduation ceremony scheduled in the academic year.
b. Award recipients will have their achievement recognised on their Australian Higher Education Graduation Statement and noted within the graduation program.

Section 5 - Definitions

(15) Definitions of key terms can be found in the CDU Glossary.

a. Selection panel refers to the panel responsible for the assessment and selection of recipients for the University and Chancellor's medals. The selection panel is generally comprised of at least three (3) members and is chaired by the Associate Director Academic Administration.

Section 6 - Non-Compliance

(16) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2022 and the Code of Conduct – Students.

(17) Complaints may be raised in accordance with the Code of Conduct – Staff and Code of Conduct - Students.

(18) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Historic
Effective Date	26th July 2022
Review Date	18th July 2025
Approval Authority	Academic Board
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Expiry Date	22nd April 2025
Responsible Executive	Lisa-Marie Stones Director Student and Academic Services
Implementation Officer	Maria Kammas Manager Graduations
Enquiries Contact	Maria Kammas Manager Graduations

Glossary Terms and Definitions

"**Faculty**" - An organisational and academic unit in the University that delivers courses and conducts research.